

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the _____ Library must pay its bills on time and the _____
_____ Library board requests that all bills be paid by their due date, the _____
_____ Library board approves the following types of disbursements be made before the
monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-
17): (1) Property or services purchased or leased from the United States government or its
agencies and the state, its agencies, or its political subdivisions.
(2) Dues, subscriptions, and publications.
(3) License or permit fees.
(4) Insurance premiums.
(5) Utility payments or connection charges
(6) Federal grant programs where: (A) advance funding is not prohibited; and (B) the
contracting party posts sufficient security to cover the amount advanced.
(7) Grants of state funds authorized by statute.
(8) Maintenance and service agreements.
(9) Legal retainer fees.
(10) Conference fees.
(11) Expenses related to the educational or professional development of an individual
employed by the library board, including:
(A) in-service training;
(B) attending seminars or other special courses of instruction; and
(C) tuition reimbursement;
if the library board determines that the expenditures under this subdivision directly benefit
the library.
(12) Leases or rental agreements.
(13) Bond or coupon payments.
(14) Payroll costs.
(15) State, federal, or county taxes.
(16) Expenses that must be paid because of emergency circumstances.
(17) Expenses incurred to advertise and promote the programs and services of the library.
(18) Other expenses described in a library board resolution

The _____ Library board requests that each payment of expenses lawfully incurred
for library purposes must be supported by a fully itemized invoice or other documentation. The
library director must certify to the library board that each claim for payment is true and correct.
This certification must be on a form prescribed by the State Board of Accounts and presented at
the next regularly scheduled library board meeting.

The _____ Library board also requests that payment be made to the staff of
the _____ Library on the regularly scheduled dates as adopted in
the salary schedule. These payments must also be certified to the library board that each claim
for payment is true and correct. This certification must be on a form prescribed by the State
Board of Accounts and presented at the next regularly scheduled library board meeting.

Adopted this ____ day of _____, _____.

<u>NAY</u>	<u>AYE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: _____
Secretary of Appropriating Body